
Auburn University Job Description

Job Title: **Strategic Procure&Contract Of**

Job Family: No Family

Job Code: **ED10**

Grade 36: \$59,700 - \$99,600

FLSA status: Exempt

Job Summary

Provides procurement policy and procedure guidance throughout the University as well as reviewing contracts and making purchases when necessary.

Essential Functions

1. Reviews and advises on contracts, bids, proposals, and vendor agreements to ensure legal correctness, price, and acceptability of items to specification.
2. Develops, advises, explains, and monitors applicable state and federal regulations, policies, and procedures for the University as it relates to procurement and guides customers on proper and legal usage enabling the department to run as efficient as possible.
3. Guides and develops new procurement programs and initiatives designed to benefit the department and University, such as vendor selection and customer containment.
4. Leads implementation of new technologies within the procurement and payments functions.
5. Oversees and assists in the purchasing for departments on campus requiring a higher degree of procurement involvement (negotiations, strategic buying, etc.).
6. Reviews pending State Legislation and responds on behalf of the University system.
7. Negotiates and contracts for purchase of goods and/or services on behalf of the University system.
8. Serves as the contracting officer for the entire University system by providing final review and approval of contracts and agreements.
9. Provides guidance to campus constituents regarding applicable state and federal regulations and University spending guidelines.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Business Administration, Logistics Management, Materials Management, Accounting or related field
Experience (yrs.)	7	Experience in materials and logistics management

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of accounting principles and procedures, IRS tax laws, State of Alabama bid laws, and purchasing methodologies.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 11/9/2011
